

**UNITED STATES DEPARTMENT OF AGRICULTURE**

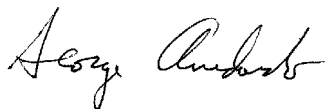
Farm Service Agency  
Washington, DC 20250

**Notice APP-28**

**For:** State and County Offices

**Additional Mediation Funding for FY 2001**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A**

**Background**

In FY 2001, FSA has reserved a small amount of nongrant funds for both certified and noncertified States. These additional funds may be used to pay eligible mediation costs. These funds will be held at the National Office to cover future requirements.

FY 2001 funds:

- do not carry over to FY 2002
- must be obligated no later than September 30, 2001.

**B**

**Purpose**

This notice provides instructions for:

- requesting funds
- ordering mediation services.

Continued on the next page

**Disposal Date**

October 1, 2001

**Distribution**

State Offices; State Offices relay to County  
Offices

## Notice APP-28

### 1 Overview (Continued)

---

#### C Requesting Funds

State Offices shall:

- request funds from EDSO before agreeing to pay or incur eligible mediation expenses
  - specify the number of participants requesting mediation services.
- 

#### D Contact

State Offices shall contact Chester Bailey, EDSO, at 202-720-1471 for additional information or assistance with mediation issues.

---

### 2 Ordering Procedures

---

#### A Using Purchase Card or AD-838

Mediation services shall be acquired:

- by authorized purchase cardholders or warranted contracting officers (CO) only
- according to 27-AS and DR 5013-6
- after required documentation is prepared and completed
- before requesting payment.

**Note:** Before issuing an order for mediation services, the purchase cardholder or CO shall ensure the cost will not exceed their individual authorized limit.

---

#### B Accounting Information

Using the applicable State Office index codes according to Notice FI-2454, to create the accounting code for charges, the sub-sub object code should be “4A”. The 98-FI is being revised to update the FY 2001 accounting codes and should be available within the next few weeks.

**Example:** The index code for the Missouri State Office is “02984” and the sub-sub object code is “4A”. This creates the accounting code “184029844A0000”.

The budget object class code is “2540” for all States.

---